

**(SCHOOL DISTRICT) BOARD OF EDUCATION  
JOB DESCRIPTION**

(Date)

Title: **Technology Services Coordinator**

Reports To: Assistant Superintendent, Director of Instruction

Employment Status: Full Time

FLSA Status: Exempt

Qualifications:

1. Valid driver's license.
2. Bachelor's Degree with emphasis in Computer Science (for instructional tool) or equivalent experiences.
3. Experience and familiarity with a wide range of LAN-WAN-based multimedia, client-server microcomputer technologies and their application in an educational setting.
4. Demonstrates a sincere desire to aid all students.
5. Good health, high moral character, and good attendance record.

General Description: To direct on-going computer education program in the district designed to use to the best advantage computer and other technology systems in the instructional and administrative programs. Responsible for providing opportunities for students, staff, and administration to enhance the learning process and expand learning opportunities through the use of various types of technology.

Essential Functions:

1. Assists the Director of Instruction in the development of the computer/technology education program for instructional and management functions that include the determination of appropriate use of computers and other technologies.
2. The coordination and implementation of all activities related to the uses of instructional and management technologies.
3. Recommends the purchase of computer hardware and software for the implementation and improvement of computer and technology instruction and management in the district.
4. Coordinate the installation of new computer software and software updates.
5. Coordinates the distribution of computer hardware and software in the schools.

6. Maintains an inventory (including location) of computer and other technological equipment and maintains a catalog of software in the district; shares with district staff, personnel, and administrators.
7. Coordinate an annual software audit on all district computers to ensure license compliance.
8. Reviews and evaluates new commercial software as it is developed and communicates such evaluation to the instructional leaders of the district.
9. Recommends and assists with staff development activities in the use of the computers and other technologies as instructional and/or management tools.
10. Represents the district's technology education program with computer workshops and technology presentations to students, staff members, parents, and community members.
11. Attends computer/technology conferences/workshops approved in advance by the Director of Instruction.
12. Oversees, with the Assistant Superintendent, the on-going development and implementation of (School District's) long-term technology plan.
13. Oversees the design, implementation, and maintenance of the district's voice, video, and data infrastructure including any LANS, WANS, file servers, networks, fiber optics equipment, etc.; repairs computer hardware and LAN/WAN infrastructures or arranges repair through outside source.
14. Designs and implements a system for providing technical support to all schools and provides on-site assistance as needed.
15. Maintain an appropriate inventory, if needed, of frequently used supplies (i.e. ink, ribbons, disks, batteries, repair/maintenance items).
16. Develop and implement a preventive maintenance plan.
17. Coordinate the hardware for the district's distance learning systems (i.e. ITV, satellite dish, Internet).
18. Develop and maintain a district technology library (manuals, documentation, etc.).
19. Assists the Assistant Superintendent with the development, implementation, and evaluation of the technologies in the district.
20. Directs, supervises, and evaluates the technology personnel of the district.

21. Assists in the preparation of annual budget requests for technological hardware and software after consultation with the district's instructional leaders; oversees/monitors the budget; and coordinates technology purchases.
22. Attends board meetings and prepares reports for the Board upon request.

Other Duties and Responsibilities:

1. Serves as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings;
2. Helps instill in students the belief in and practice of ethical principles and democratic values; and
3. Conducts other duties related to the coordinator's duties as assigned by the local superintendent of schools.

ADDITIONAL WORKING CONDITIONS:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional operation of a vehicle under inclement weather conditions.
3. Occasional interaction among unruly children.

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This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

\_\_\_\_\_  
(Superintendent or designee)

\_\_\_\_\_  
(Date)

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I further certify that I have reviewed the most current copy of the (School District) Board of Education Personnel Policy Manual.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)